

~~CONFIDENTIAL~~

Chief, Management Staff

2 February 1956

Chief, Records Management Staff

Weekly Report - Week Ending 1 February 1956

1. The agency emergency alert was conducted on 1 February 1956. It consisted primarily of orienting those persons on the agency emergency roster who did not participate in the previous alert exercise. Particular attention was given to the vital materials. Favorable comments were made by a number of persons in the DD/I and DD/S areas on the operation of the repository. DD/P Records were not accessible to anyone because their representative was unable to unlock the special vaulted compartment.

2. The Area Records Officer, OTR, advises us that during the calendar year 1955 they eliminated 22 requisitions for safe filing equipment through the retirement and destruction of inactive records. This equipment would have cost the agency \$6900.

3. The forms work load is quite heavy. We have on hand requirements for 31 new and 13 revised forms.

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